

Date

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DD/CA		
2.			
3.	PPG		
4.	ATTN: [Redacted]		
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Concur with [Redacted] comments. It appears necessary that CIA implementation of the APEX requirements incorporate the realistic and necessary points she makes.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
[Redacted]	Phone No.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

APEX Administrative Procedures Handbook

FROM:

SSC

EXTENSION

NO.

DATE

17 April 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/SSC

2.

3.

4.

DD/CA
3D-38

5.

6.

7.

8.

9.

10.

11.

12.

Mr. [redacted]
PPG

13.

4E-70 Hqs.

14.

15.

1-4 PPG wants your comments on the attached memo to incorporate in the OS response to the handbook.

I disagree but will defer to the APEX Control Staff and the APEX Steering Group. My points of disagreement have been made known to Mr M. and the APEX elements.

R.A.

16 April 1980

MEMORANDUM FOR: Deputy Chief, APEX Control Staff

STAT FROM:

Special Security Center

SUBJECT: APEX Administrative Procedures Handbook

1. The APEX Administrative Procedures Handbook contains the requirement for annual inventory of all TOP SECRET APEX material and random audits for SECRET and CONFIDENTIAL APEX material. Yet the guidelines are very general in nature.

2. Some of my areas of concern are in document control:

option

a. The handbook states that control numbers are only placed on cover sheets, front covers (if any), title pages and the first page of the document. We are currently placing the control number on each page of the document. Our justification for this practice is that should pages of a document become separated there will be no means of determining to what document the separated material belongs. If inner pages are xeroxed from a document, there is no means of controlling those pages. SCI numbers and APEX numbers are unclassified; therefore, there would be no security problem with placing them on each page. In addition, placing control numbers on each page would facilitate investigation of violations and leaks.

originator with control

b. The handbook requires control by copy number, including total number of copies of documents prepared. Publications, however, do not have to show the total number of copies prepared.

under negotiation

c. The outer envelope of couriered material will only show the statement "To Be Opened by the ACO" (referring to the APEX Control Officer). There will be no indication on the inner or outer wrapper as to what type material is being transmitted. The inner envelope

states "CONTAINS APEX-CONTROLLED MATERIAL;" however, no notation as to what type of APEX material is contained in the envelope will be shown. If each APEX Control Facility could receive every type of APEX material, this would be no problem. But many facilities will be certified to receive less than the full range of APEX materials. At the present time we show a trigraph or digraph in the upper right hand corner of the outer envelope denoting what type SCI material is contained in the package. The Office of Logistics Mail and Courier Branch has a record of accredited facilities and acts as the first line of protection. If a facility is not on their list for receipt of the material indicated on the package, they immediately contact the Special Security Center and verify the address. This procedure not only protects the material, but also prevents numerous violations from inadvertent exposure.

d. The handbook makes the statement that the document receipt will be signed by the addressee or the ACO. Members of the APEX Control Staff have emphasized the point of view that only the person who will be responsible and accountable should sign the document receipt. This is unrealistic. An ACO, a registry clerk, or a secretary should sign the document receipt. The document will be logged in and a record made of its dissemination to the addressee. This is a practical approach. Holding these documents for the signature of the addressee will waste professional man-hours, cause cover problems for some addressees and will result in lost document receipts which will require tracer actions.

3. This Agency is currently controlling TOP SECRET/COMINT, GAMMA Items, TK and ☐ material; however, there is no control of CONFIDENTIAL COMINT and little control of SECRET COMINT. If the APEX Administrative Procedures Handbook is implemented as written, it is the undersigned's opinion that the Office of Security will have to prepare a supplemental paper setting forth additional guidelines and specific requirements to accomplish the required total document control.



STAT

STAT

*addressee
ACO
or
official
designated
rep*